

**PUBLIC FORUM – NEW TOWN MANAGER  
TUESDAY, JANUARY 19, 2012  
HIGH SCHOOL AUDITORIUM**

**What professional, technical skills and experience should the Town Manager possess?**

- Team building skills
- Small town management experience/New England (scale of problems & solutions)
- Experience – economic development and revenue
- Be current on issues and technology trends
- Versed in smart growth
- Masters in Business/Government
- 10 years experience
- Demonstrated ability to identify problems and outcomes
- Regionalization – co-op services
- Operating/building public water system
- On top of state/government issues
- Budgeting
- Knowledge of CT law
- Well versed in policies and town charter
- Networking with personnel
- Open minded
- Continuing education/training in law – management
- Personnel & organizational management skills
- Recognizing what departments need to run (evidence by having conducted a personnel audit)

## **What are the personal qualities and character traits desired in the Town Manager?**

- Motivator
- Team leader
- Honesty
- Flexibility
- Transparency
- Confidence to say what they believe is in the town's best interest
- Decisive
- Communicator – articulate to residents
- Approachable to staff and residents
- Ability to take into account multiple agendas but reach conclusion in the interest of the town
- Politically savvy
- Interested in town's needs vs. their own
- Integrity
- Tenacity
- Common sense
- Good judgment
- Principled
- Fair
- Accept accountability
- Take ownership
- Scandal free
- Intelligent and well read
- A-political
- Sense of humor
- Visionary
- Communication – listening skills – written and oral skills
- Speak to everyone respectfully
- Be composed
- Data based decision maker
- Process oriented – will follow chain of command
- Follow through to completion
- Be willing to ask questions if they don't know the answer

**What are the main issues the new Town Manager will need to resolve in the short term?**

- Establish trust with Town Council/residents
- Empower employees to do their jobs
- Review staffing levels ensure levels & skills meet the town needs – not over or under staffed
- Positive attitude – image of town
- Charter revision
- Ordinance review
  - Do they need to be changed/cleaned up
  - Noise ordinance
  - Zoning enforcement
- Directing & managing change and future growth of East Hampton
- Disaster/emergency management operations
- Improve employee morale
- Assess town needs over long term – develop master plan – Identify/sort/prioritize issues and actions
- Capital facilities plan for existing and new needs (schools, police , public safety)
- Assess how to support economic development (village center)
- Staffing – pursue opportunities
- Save Lake Pocotopaug (pollution/algae etc)

## **TOWN OF EAST HAMPTON - FISCAL YEAR 2012-2013**

### **Town Council Budget Policy Statement**

#### **OBJECTIVE**

The objective of this budget policy statement is to provide suggestions and guidance to the Town Manager, Board of Finance, Board of Education and the Capital Expenditure Committee for the implementation of policy in creating the Town of East Hampton Budget for fiscal year 2012-2013.

#### **GENERAL STATEMENT**

The overall position of the Town Council is to provide the residents of East Hampton with responsible and effective fiscal leadership. With thoughtful investment in the Town, we can better address long-term challenges regarding school facilities, promote and adopt sustainable and progressive land use policies and invest in cost-effective solutions. The Town must also maintain its current municipal and safety services while continuing to provide for a quality public education system for our children.

We ask that when all responsible budget departments plan their spending requests for the upcoming fiscal year, they always consider the needs of the residents first and foremost.

#### **GUIDELINES**

To this end, The Town Council provides the following budget guidelines for fiscal year 2012-2013:

1. For the Town Council, Board of Education and Board of Finance to meet annually and discuss the budget and Town Council Budget Policy statement in a scheduled Tri-board meeting on an agreed upon date and time.
2. Include residents and taxpayers in the budget process as early as possible through numerous communication media outlets and to ensure the budget process is presented in an easy-to-understand format.
  - 2.1. Provide for the funding of a Town Annual Report to communicate to residents the services that they received in the prior fiscal year and the associated costs and expenditures.
3. For departments identified and considered appropriate by the Board of Finance and/or Finance Director, apply zero-based budgeting.
4. Create a budget that will work within the available revenues and State funds that are expected for the next fiscal year taking into account inflation and current economic conditions.
5. All projected revenues and expenditures, including anticipated financing costs, during the fiscal year shall be internally tested and reported by the Finance Director on a quarterly basis to the Town Council, Town Manager, and the Board of Finance.
6. Should any line item be reduced or eliminated from any Town Manager (submitted) budget prior to its submission to public meeting and then vote, the Town Manager and the Finance Director, in conjunction with the Superintendent of Schools, if applicable, shall prepare a written report for the Town Council, Board of Finance and Board of Education (if applicable) evaluating the short and long term impact on municipal services or initiatives of such proposed budget reduction.
7. The fund balance shall not to be used to lower the annual mill rate or pay for Town operating expenses.
8. Support and coordinate with the State, surrounding towns and organizations in an effort to regionalize and leverage residential and municipal services.



9. To review and consider the ongoing facility needs of the Town of East Hampton.
10. Continue to offer support to our quality public education system and to work with the Interim Town Manager, Board of Finance and Board of Education in an effort to move forward with and fund facility improvements to the East Hampton High School as prescribed by NEASC (New England Association of Schools and Colleges).
11. Support expenditures in the areas of new technologies regarding Information Technology, updates in IT security and accounting and management procedures. The intent of such expenditures is to optimize efficiencies in our municipal operations, improve communication between Town government and Town residents, streamline and coordinate workflow, increase productivity and/or achieve meaningful cost savings in this fiscal year and in the future.
12. Recognizing the changes in our Town, allow for staffing increases that are necessary for effective Town governance and operations taking into due consideration the associated benefits in Town services, operations, and/or public safety (i.e. Police/Fire Departments) while seeking to minimize any increased tax burdens to the community.
  - 12.1. For the retention, on a contractual, as-needed or full time basis, of a certified and professional network engineer to provide more effective and much needed IT support for the processing, security, storage and dissemination of information.
  - 12.2. Review of current contracts for the purchase, lease, or rental of equipment and professional services for the purpose of achieving cost savings and/or improved efficiencies.
13. Support health and wellness programs and disease management initiatives to improve employee productivity, employee retention, and employee health to decrease employee absenteeism and costs related to health.
14. Provide support to our Public works department for preventative and general maintenance of town infrastructures.
15. Provide for the continued support of public safety services (i.e. Police/Volunteer Fire Departments) with regards to training and equipment.
16. To ensure public safety and health by providing support for Emergency Service initiatives for equipment, training, organizational development and planning.
17. Commitment to Lake Pocotopaug, East Hampton's Watershed Areas and to make improvements in storm water management practices. All precious natural resources should be protected and all plans and projects with this goal should be considered a priority.
18. Support expenditures and resource allocation for appropriate economic development that is consistent with the character of the Town, as is necessary and appropriate, as well as the allocation of municipal resources required for any development including fiscal-positive commercial tax-deferrals and incentives.
19. Ensure that Town social services and programs for seniors are funded to meet the needs of the community.
20. As part of our land-use environmental policy, allocate such capital expenditures as necessary for the purchase of property for town and/or open space use when opportunities arise.
21. Incorporate long-term capital project considerations in fiscal year budgets.

Board of Education draft minutes – January 9, 2012

10. Unfinished Business

10.1 Request to Town Council regarding High School Renovation

- 10.1.1 Motion by Mr. Gemma, seconded by Mr. Piteo, to request that the Town Council appoint a Building Committee to oversee the renovation of East Hampton High School and procure the funding from the Board of Finance to complete the preliminary designs and educational specifications. A discussion followed.

Dr. Golden reviewed the process for the Board. She also noted that it would be her responsibility to report back to the Board on the progress of the Building Committee.

10.1.2 Mr. Marshall amended the motion to read the following:

Motion by Mr. Marshall, seconded by Mr. Minnick, to request that the Town Council appoint a Building Committee to oversee the renovation of East Hampton High School and procure the funding from the Board of Finance to complete the preliminary designs and educational specifications and that the Building Committee include in its membership representation from the field of education and parents.

Vote Yes – Mr. Laraia, Mr. Marshall, Mr. Minnick, Ms. Barmasse, Mr. Gemma,

Mr. Piteo, Ms. Lane and Mr. Marshall

Vote No – Mr. Coolican and Mr. Barber

Motion carried.

Press Release

The Town of East Hampton has exemptions for Veterans of Foreign War.

Each town in The State of Connecticut has different exemptions according to their assessments of real property. A service person must be in service in time of war, a minimum of 90 days if service was after October 1, 1977 to receive this benefit.

These exemption amounts reflect assessment reductions for The Town of East Hampton, only.

Currently the assessment for a Veteran of Foreign War is 3,000.

If a service person has a disability rating from the Department of Veteran Affairs; this exemption increases according to the percent of disability.

Also, if the veteran is 65 or older or is 100% disabled, that veteran may apply for additional benefits, an additional 3,000. (financial requirement)

In East Hampton, an exemption of 10,000 is available for those qualified. This local option has been available since October 1, 2006. (financial requirement)

A spouse of a Veteran of Foreign War is entitled to the benefits of the deceased veteran. The exemption is canceled if the spouse remarries.

If you require more information, please contact the Assessor's Office by email [ctyler@easthamptonct.org](mailto:ctyler@easthamptonct.org) or phone, 860-267-2510.



# Office of the Town Manager

## *Town of East Hampton*

### *Connecticut 06424*

John Weichsel  
Interim Town Manager

Town Council  
Susan B. Weintraub, Chairperson  
Glenn S. Suprono, Vice Chairman  
Kyle R. Dostaler  
Ted Hintz, Jr.  
Derek M. Johnson  
Barbara W. Moore  
George Pfaffenbach

January 19, 2012

Honorable Chairperson & Town Council Members:

I have been asked to comment on Chief Reimondo's responses to Interim Town Manager Anne McKinney. Most of the responses are self-explanatory and I therefore can be brief in my remarks.

1. Use of Compensatory Time – In my time, the Chief, like all other department heads, has been accurate in his use of P.A.R.'s (Personnel Action Request Form). In fact when unexpected things occur Chief has orally informed me. This was unfounded. No further action is required.
2. Vehicle Use – Former Town Manager Alan Bergren when promoting Chief Reimondo to Chief gave him use of the town vehicle 24 x 7 x 365. That being the case no further action is required.
3. Refusal to Use P.A.R.'s – Since I have been here the Chief has consistently used the P.A.R. This was unfounded. No further action is required.
4. Staffing Until 7:30 p.m. – The recent changes to the union contract makes this issue moot. No further action is required.
5. Pending FOI Request – The Town Attorney and the Chief have responded to this. No further action is required.
6. Clothing Allowance – It is customary to give non-union personnel the same clothing allowance as the union employees. There is no reason to change 13 years history. No further action is required.
7. Use of G&S Service Station - G&S Service does general maintenance. They are not in arrears on taxes. This was unfounded. No further action is required.
8. Overtime in Portland – This matter has been resolved. The Chief will assist Portland with overtime subject to the requirements of East Hampton. No further action is required.



9. Training Files & Other Personnel Files – This is an arduous task due to the volume. The department will undertake to accomplish it. This is in progress.
10. Policing on State Land – The Chief has jurisdiction over all lands in East Hampton. Maintenance of this approach is within his responsibility. Also EHPD can respond quicker than State agencies. If help from a State agency is required the Chief said he would not hesitate to call them. No further action is required.
11. Police Department Security – The Chief and the Facilities Manager are going to propose the addition of audio in the upcoming budget. In progress.
12. Use of Sallie Port – The Chief has indicated that he is willing to work with the officers on this matter. Hopefully this may yield some success. It is important to bear in mind that space is a problem for both the Police Department and the Town Hall. In progress.
13. Policies & Procedures – This is a very important part of the discussion. Attorney Daigle was critical of this phase of the department operations. However, the Chief has indicated that the case management system will be created shortly. The complete policy manual is being worked on. This should help the officers and the department. I believe that more precision in these matters will help on the matter of morale. In progress.
14. Low Morale – A constant theme on this matter is fear of retaliation. The officers are in the IBPOI union and that gives them considerable protection from arbitrary retaliation. If discipline is issued the officer is entitled to Step II – the Town Manager. Any professional manager will hear such matters in a fair and professional manner. If that does not resolve the matter the final step (III) is the State Board of Mediation and Arbitration. The State Board is very sensitive to employee/union issues. Frankly I recommend that the IBPO meet with its EHPD members to make sure that they know their rights. Recommendations and progress made to improve morale.
15. Overtime – The Chief's point is correct. This area is covered by the Union contract. No further action is required.

Beyond that area I am working with the Chief and the President of the Union Salafia on this matter of morale. In recent weeks we have achieved some incremental changes. If we can move forward with a cooperative spirit much of the morale problem can be eliminated.

Respectfully submitted,

John Weichsel  
Interim Town Manager

## RESOLUTION OPM REGIONAL PERFORMANCE INCENTIVE PROGRAM

Whereas Section 5 of Public Act 11-61 (An Act Concerning Responsible Growth) passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on November 16, 2011 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of East Hampton has expressed an interest in taking part in the project proposal entitled "**CAPTAIN 4G**."

Now, Therefore Be It Resolved that the East Hampton Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes the Interim Town Manager to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

### EAST HAMPTON TOWN COUNCIL

\_\_\_\_\_  
Susan B. Weintraub Chairperson

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Glenn Suprono, Vice Chairperson

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Councilor Kyle Dostaler

\_\_\_\_\_  
Councilor Theodore Hintz, Jr.

\_\_\_\_\_  
Councilor Derek Johnson

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Councilor Barbara Moore

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Councilor George Pfaffenbach

**Town of East Hampton  
20 East High Street  
East Hampton, CT 06424**

**Nancy Hasselman, CCMC  
Collector of Revenue  
Town of East Hampton**

**January 20, 2012**

**To: The East Hampton Town Council**

**Please find copies of tax refunds for your review. The total  
refund equals \$1694.42.**

**Thank you for your assistance.**

*Nancy Hasselman CCMC*

**Nancy Hasselman, CCMC  
Collector of Revenue**

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